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25 March 1968

MEMORANDUM FOR: [REDACTED]

SUBJECT : Utilization of [REDACTED] Facilities for a Portion of  
COS Seminar No. 3-68

REFERENCE : Memorandum Regarding Utilization of [REDACTED] Facilities  
for a Portion of COS Seminar No. 2-68, dated 8 January 1968

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1. In view of the fact that the utilization of the [REDACTED] facilities was such a successful experiment in the COS Seminar No. 2-68, this office would like to repeat the pattern established in February 1968. As a follow-up to the telephone conversation with this office on 1 March 1968, I would like to outline present plans for your approval. The entire schedule for the two week running of the COS Seminar No. 3-68 has been firmed up and the speakers who will make presentations at [REDACTED] have agreed to participate. The detailed schedule for the two days to be spent [REDACTED] is included as Attachment A. There may be changes in the roster prior to the beginning of the seminar, but thus far we have 18 officers enrolled and the names and grades thereof are included herewith as Attachment B.

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2. The seminar begins on 8 April 1968. As before, we plan on spending the last two days of the first week [REDACTED]. Thus, we will leave Headquarters building at approximately 1600 hours on 10 April 1968 in order to be able to commence classes [REDACTED] on 11 April 1968. We will, therefore, require housing and eating arrangements at the [REDACTED] from the evening of 10 April 1968 through lunch on 12 April 1968. The group should arrive on 10 April at approximately 1700 hours. As noted above, this will involve 18 enrollees for the course, plus myself, i.e., a total of 19 officers.

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3. As you can see from the attached schedule, the briefing by the [REDACTED] will take place at 0830, 11 April 1968. It is assumed that the classes will be held, as before, in the Art Room [REDACTED] except where another location is indicated.

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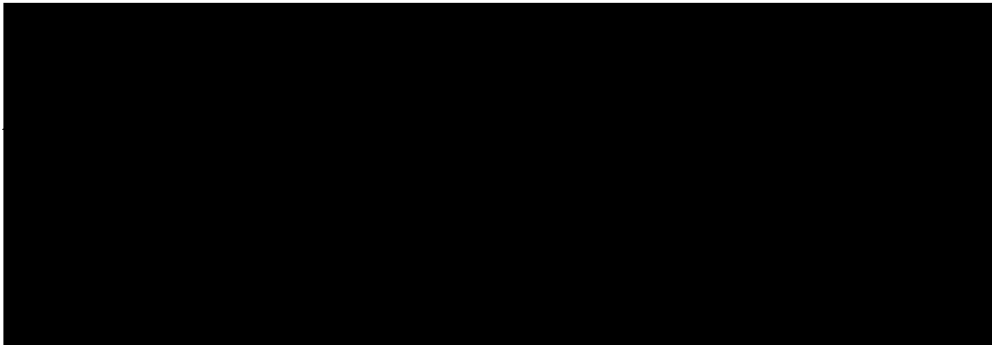
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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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4. In connection with the room set aside for the presentations, I would like to call to your attention the fact that the greater part of the presentations for the first day should take place in [REDACTED] Headquarters Building. Mr. [REDACTED] of DDP/[REDACTED] will start off the Security portion of the classes at 0900 and will be followed by two hours on the Security responsibilities of the COS, similar to the presentation given last time, including the display of equipment. After lunch, there will be two more hours on the same subject, the first hour of which [REDACTED] would like to have in the Gym of [REDACTED] and the second hour in the [REDACTED] Headquarters Building. During the second hour, there will be projection of the film entitled "Emergency Destruction." Thus, it is believed that all but the Gymnasium portion should be scheduled in the Headquarters Building, if such can be arranged. The final presentation of the day, that given on Clandestine Services Records Management, will be held in the Art Room.

5. Regarding the need for projection of films, the following will be scheduled:



6. On 12 April 1968, the Office of Communications is planning a program similar to that given last time, although we have now scheduled them for the morning in order to avoid the afternoon rush of departure for Washington. Mr. [REDACTED] of OC has agreed that his group will put on the presentation between 0830 and 1215 on 12 April. I have tentatively scheduled the lecture portion of Communications for 0830 - 1030, to be followed by a tour of the R&D Installation. [REDACTED] is working on the coordination of this schedule, but states that he might reverse it, depending on how it fits the convenience of the participants. In any case, I plan to be back at the cafeteria around 1215 for lunch. The afternoon sessions will be held in the Art Room, with departure for Washington scheduled for 1600 hours.

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7. In order to avoid any misunderstandings over the provision of drinks for the students, I will announce at the beginning of the course that each person should bring his own bottle. As before, I would hope that you can furnish the set-ups, for which we will reimburse you at the end of the stay [REDACTED]

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8. In conclusion, I would like again to thank you for the fine cooperation you provided during our last visit and I am certain that this visit will be equally fruitful for the seminar participants. Any questions that may arise prior to our arrival can be answered by calling me on extension 3396 at 1000 Glebe Road.

[REDACTED]  
Chief Instructor

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Attachments

- A. Schedule
- B. Student Roster

Distribution

- Orig - Adse
- 1 - D/Communications
- 1 - DDTR
- 1 - C/OS/TR
- 2 - HT/OS

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/ - [REDACTED]  
/ - [REDACTED]

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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENTS

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